

**Tri-County Board of Health Meeting**  
**April 13, 2010**  
**Minutes**

Board of Health was officially called to order at 4:32 P.M. by Ruth Fischhaber, Board President, at Tri-County Health Department, 7000 E. Belleview Avenue, Suite 370, Greenwood Village, Colorado 80111. Other members comprising a quorum included Thomas Fawell, M.D.; Kaia Gallagher, Ph.D.; Micheal Acree; Janice Brainard; Carole Adducci; Paulette Joswick; Richard Hale and Joseph Anderson, M.D. Dr. Richard Vogt, Executive Director, and several Tri-County Health Department (TCHD) employees were also in attendance.

**Introductions**

Dr. Fawell introduced Richard Hale, a new Douglas County Board of Health member. Mr. Hale replaced Nick Robinson, who completed his term.

Ms. Fischhaber introduced Carole Adducci, a new Adams County Board of Health member. Ms. Adducci replaced Lois Tochtrop, who resigned from the Board of Health.

**Approval of the Minutes of the February 9, 2010 Meeting**

The minutes of the February 9, 2010 meeting were presented to the Board for review.

**MOTION: Ms. Adducci moved to approve the minutes of the February 9, 2010 meeting as written and Dr. Fawell seconded. The motion was approved unanimously.**

**Approval of the Financial Statements Dated February 28, 2010**

Dr. Vogt presented the financial statements dated February 28, 2010 to the Board for review. He noted that TCHD has spent 14.3% of its budget with 16.7% of the year complete.

Ms. Brainard asked why TCHD received \$30,089 from Adams 12 Five Star Schools. Jeanne North, Director of the Nursing Division, explained that they have contracted with us to provide Nurse Family Partnership services to 50 families.

Dr. Anderson noted that \$17,493 had been spent to date on cellular phones. He inquired on the number of cellular phones TCHD provides to its employees. John Muske, Director of the Administration and Finance Division, offered to obtain this information for the Board.

*Update: TCHD has approximately 182 cellular phones. The \$17,493 spent YTD includes use fees and equipment costs. This equates to \$96.12 per user, which is not an extraordinary amount.*

**MOTION: Dr. Fawell moved to accept the financial statements dated February 28, 2010 as presented and Ms. Brainard seconded. The motion was approved unanimously.**

**Public Hearing Request: Proposed Environmental Health Fee Changes**

Tom Butts, Director of Environmental Health, explained that, pursuant to C.R.S. 25-1-508(5)(j), C.R.S. 25-1-709(1)(b), and C.R.S. 25-10-107(1), the TCHD Board of Health may assess fees equal to actual and direct costs. A fee calculation formula previously adopted by the Board of Health is used annually to adjust fees to recoup actual and direct costs. This year, Environmental Health began using three years of data instead of one, which will help to decrease fee fluctuations from year to year.

Mr. Butts presented the proposed fees to the Board and summarized the major changes. He explained that TCHD's financial books have not been closed for 2009; therefore, the numbers presented are an estimate. This could result in a slight adjustment to proposed figures. Actual figures will be presented to the Board at the June 8, 2010 meeting.

Dr. Anderson inquired whether child care centers avoid notifying TCHD about disease outbreaks and other issues because they are concerned that additional staff time would equate to a greater annual fee increase. Laura DeGolier, Environmental Health Manager, stated that child care center fees are based on routine inspections, not outbreak investigations. Dr. Vogt noted that nursing staff time is also included in child care center inspection fees for immunization record reviews.

Mr. Hale inquired why our proposed child care center inspection fees are slightly lower than the calculated fees. Dr. Vogt stated that, in the past, some Board members were worried that our inspection fees would be a burden to child care centers.

Mr. Hale asked why our Certified Pool Operator Training Course fee was set far lower than our calculated expenses. Mr. Butts explained our fee is set at \$275 to remain competitive. Charging \$425 per person would price us out of the market.

Ms. Brainard inquired whether TCHD notified facilities regarding impending fee changes. Ms. DeGolier stated that we notify facilities in advance of the public hearing and also post fees on our website.

Dr. Gallagher asked whether facilities find our fees unreasonable. Mr. Butts stated that we occasionally receive calls from facilities. We explain how fees are calculated and that they are based upon our actual cost.

**MOTION: Ms. Adducci moved to hold a Public Hearing to consider adoption of the proposed Environmental Health fees on June 8, 2010 and Mr. Acree seconded. The motion was approved unanimously.**

### **Board of Health Liability Information**

Mark Overton, TCHD's attorney, provided an overview of state and federal liability protections afforded to the TCHD Board of Health while acting in their official capacities and TCHD employees while working within the scope of their employment. He discussed the Colorado Governmental Immunity Act, which protects governmental entities and employees from unlimited liability for providing essential public services.

### **Legislative Update**

Dr. Vogt stated that the Long Bill has been passed by the House and the Senate. Our state per capita funding is currently intact and there is no indication that Governor Ritter will withdraw his support of public health.

The state legislature has declared a "state of emergency" and is confiscating Amendment 35 funds. Consequently, TCHD is losing 50% of its funding in two programs: Tobacco and Peak Wellness. We are currently looking at ways to shore up funding for these programs.

### **Medical Marijuana Update**

Dr. Vogt informed the Board that HB 10-1284, the medical marijuana bill, is currently in the House Appropriations Committee. It still needs to go to the Senate. HB 10-1284 appoints the Department of Revenue as the state licensing authority. TCHD and other Colorado health departments are concerned about the regulation of marijuana infused products, especially food; however, the bill's sponsor is not interested in entertaining a public health role. Public health agencies may have an opportunity to be heard when the bill goes before the Senate.

### **Environmental Health Update**

#### **Septage Dumping in Arapahoe County**

Mr. Butts distributed TCHD's pamphlet entitled, "The Proper Land Application of Septage." He also provided information on septage application rules, monitoring and public relations to the Arapahoe County Board of Health members. The Arapahoe County Commissioners are extremely interested in this issue and have raised questions regarding the illegal dumping of septage. Currently, one septic system cleaner applies septage in Arapahoe County. Septage dumping is not permitted in Adams County and there is no current land application of septage in Douglas County.

#### **Foothills Water Treatment Plant**

Mr. Butts updated the Board about actions taken following a press release in which two retired Denver Water workers claimed they were ordered to dump asbestos and other toxic materials at the Foothills Water Treatment Plant in Douglas County. The Douglas County Commissioners received numerous complaints from residents worrying that the asbestos could become airborne or contaminate the soil and groundwater near dozens of homes and schools. TCHD subsequently met with Douglas County officials and the Colorado Department of Public Health and Environment (CDPHE). An inspection was performed at the site and nothing of concern was noted.

#### **Denver International Airport (DIA) Spill**

Mr. Butts updated the Board regarding a sewage spill at DIA due to a mechanical failure at a lift station. An alarm resulting from the malfunction went unnoticed by maintenance facility employees. The spill was first discovered at Third Creek, which flows into an irrigation canal that eventually feeds into Barr Lake. Water testing performed at Third Creek over the past three weeks showed a fecal coliform level less than what would be allowed at a swimming beach. DIA officials are working with TCHD and CDPHE to implement plans to prevent future spills from occurring.

### **Communities Putting Prevention to Work (CPPW) Grant**

Stacy Weinberg, Director of the Epidemiology, Planning and Communication Division, informed the Board that TCHD has been awarded a two-year, \$10.5 million grant from the Centers for Disease Control and Prevention to address healthy eating and physical activity in Adams, Arapahoe and Douglas Counties. This grant is part of the Communities Putting Prevention to Work Initiative, which is funded by American Recovery and Reinvestment Act economic stimulus dollars. TCHD is one of 44 local public health agencies in the nation to receive an award, and the only one in Colorado.

The grant-funded activities will focus on sustainable policy, systems and environmental changes to support healthy eating and physical activity in school and community settings, and will benefit Tri-County residents of all ages. TCHD plans to direct approximately 70% of the \$10.5 million award out into school districts, municipalities and other community organizations working on sustainable policy, systems and environmental changes to support healthy eating and physical activity in Adams, Arapahoe and Douglas Counties.

Dr. Gallagher asked when the two-year funding period would begin. Ms. Weinberg stated that it began on March 19, 2010, the day the announcement was made in Washington, DC. TCHD posted the classified ad for the Program Manager that day and second round interviews are scheduled for April 19, 2010. TCHD will be hiring approximately ten staff members and will also be funding positions in the community. Ms. Joswick asked how many school districts would be getting a full-time equivalent. Ms. Weinberg explained that staffing will vary based upon school district size.

***ACTION ITEM: Ms. Weinberg to present our \$10.5 million CPPW grant budget and give a program update at the June 8, 2010 Board meeting.***

#### **Public Health Act Advisory Group Update**

Ms. Weinberg stated that this group has changed its name to the Public Health Act Steering Committee. Task forces are currently being formed to develop a local health department assessment tool, improve the funding process, and standardize grant administration. TCHD is very involved in the public health improvement process. Ms. Weinberg is the chairperson of the Assessment and Planning Task Force, Mr. Muske is a member of the Grants Administration Task Force, and Dr. Vogt will participate on the currently forming Funding Task Force.

#### **18<sup>th</sup> Annual NALBOH Conference**

Dr. Vogt reminded the Board that the 18<sup>th</sup> Annual NALBOH Conference will be held August 5-7, 2010 in Omaha, Nebraska.

**ACTION ITEM: Board members to notify Ronnae Brockman, Executive Assistant, if they wish to attend the 18<sup>th</sup> Annual NALBOH Conference.**

#### **Space Planning Update**

##### **Bellevue Office Relocation**

Bruce Wilson, Deputy Director, announced that we have signed an eight-year lease with the owners of Atrium III, which is located at 6162 S. Willow Street in Greenwood Village. Our first six months will be rent-free. We will occupy over 50,000 square feet on the first floor and will house the Bellevue and Bellevue East staff at this location. Construction is scheduled to begin in a few days.

##### **Altura Plaza**

The courts are moving out of Altura plaza and TCHD staff will meet with the architects next week. We have a good chance of obtaining an additional 10,000 square feet at this location.

### **Executive Director's Report**

#### **Sage Accounting System Conversion**

TCHD's Administration and Finance Division is currently implementing Sage MIP Fund Accounting software, which will have electronic timesheets, electronic purchase requisitions and transparency to manage budgets, maximize grants and produce accurate customized reports. Electronic timesheets and pay statements are scheduled to go-live the first week in April, which will drastically reduce our paper consumption and save money in postage. Each division will also save time every week in the hours previously spent checking and rechecking timesheets.

#### **H1N1 After-Action Report Process**

TCHD has begun the process of facilitating an H1N1 After-Action Report (AAR). This process is crucial for identifying the successes and areas of improvement that will help strengthen our response capacity for future events. We are looking at every major component of the H1N1 vaccination campaign including overall planning efforts, coordination with external partners, and H1N1 response, including delivery of H1N1 vaccine at our school-based Points of Dispensing (PODs) and vaccine allocation to our providers. To ensure a thorough process, TCHD has hired a contractor to help in preparing the AAR. The consultants have facilitated "hotwashes" with TCHD staff to learn how our response worked at every stage of the campaign. Upon completion and analysis of the hotwashes, the Office of Emergency Preparedness will work with the consultants to draft a comprehensive AAR that details the lessons learned and identify the steps TCHD will take to improve our plans, resilience and community service. Our goal for completion of the draft AAR is June 1, 2010.

#### **Skunk Rabies Variant Confirmed in Douglas County**

On March 15, 2010, TCHD confirmed that a skunk behaving abnormally on private property in Douglas County was infected with skunk variant rabies. There was no human contact with the skunk. Unvaccinated horses on the property have been quarantined by the Colorado Department of Agriculture for 60-90 days.

The skunk was collected from the area southwest of E-470 and Gartrell Road, near the border with Arapahoe County. This is the first time that skunk variant rabies has been detected near the densely populated areas of metropolitan Denver. The introduction of skunk variant rabies into these areas means increased risk for rabies exposure among people and domestic animals.

*Update: Dr. Vogt informed the group that a horse in Deer Trail tested positive for rabies in early April 2010.*

#### **9Health Fairs**

The 9Health Fairs will be held April 11-25, 2010. As in past years, the various 9Health Fair sites around our region are permitted to invite us to staff a table; we cannot approach them to request one. This year, thus far, we have been contacted by eight sites. We will staff a table with an assortment of brochures and handouts on a variety of public health topics and TCHD services.

#### **Prescription Drug Disposal Program Update**

The Colorado Medication Take-Back Pilot Project is a network of secure boxes for the collection of unused and unwanted household medications. Colorado residents may dispose of prescription medications (except for narcotics or controlled substances), over-the-counter medications, pet medicines, vitamins, inhalers, and medicated ointments and lotions. The collection boxes can be found at ten convenient locations – eight on the Front Range, including two at TCHD offices, and

two in Summit County. The Take-Back Project was recently recognized at the 2010 Sustainable Opportunities Summit and awarded the Connected Organizations for a Responsible Economy (CORE) Sustainability Champions Team Award. Thus far, 1,240 pounds of medication have been collected through this pilot project.

**WIC Budget Increase**

The Nutrition Division's Special Supplemental Nutrition Program for Women, Infants and Children (WIC) will receive a budget increase of \$453,630 for fiscal year 2010/2011. These funds will be used to increase WIC services in our three counties. We will also receive \$39,000 for staff training.

**H1N1 Montage**

Gary Sky, Public Information Officer, showed a video montage of media coverage of the H1N1 outbreak and TCHD's response effort.

**Set Agenda for the June 8, 2010 Meeting**

Items that will be included on the June 8, 2010 agenda are: 1) a public hearing for environmental health fee changes, 2) an individual sewage disposal system variance hearing, 3) the 2009 draft audit report, 4) 2011 budgetary dynamics, 5) the CPPW grant budget and update, 6) a Public Health Act Steering Committee update, 7) an H1N1 fall planning update, and 8) an update on mosquito mitigation.

**Board Member Remarks**

Mr. Hale thanked the TCHD Executive Management Team for the Board Member Orientation session they conducted for him and Ms. Adducci.

**Closing Remarks**

None.

**Adjournment**

The meeting was adjourned at 6:40 p.m. by general consent. The Board members held a closed executive session following the meeting.

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Ruth Fischhaber, President

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Paulette Joswick, Secretary